



Michigan Department of Education
Office of Special Education & Early Intervention Services

***CONTINUING TEMPORARY APPROVAL FOR TEACHERS OF
STUDENTS WITH DISABILITIES**

Policy & Criteria

POLICY:

1. Continuing temporary approval is granted to a requesting Local Education Agency, Public School Academy, Intermediate School District, or State Agency (LEA/PSA/ISD/State Agency) for each school year **under certain conditions**. The conditions are as follows:
 - Teacher must remain in the same **position** and **school district** for which the original temporary approval was granted.
 - Teacher **must have completed** 6 semester hours of credit from a Michigan university/college toward endorsement or full approval between September 1 of the previous school year and August 31 of the current school year.
 - **To receive continuing temporary approval in the following school year** the teacher must be enrolled to complete an additional 6 semester hours of credit from a Michigan university/college toward full endorsement or approval between September 1 of the current school year and August 31 of the following school year.
2. Continuing temporary approval is granted retroactively to the beginning of the school year in which the request was received by the Michigan Department of Education, Office of Special Education and Early Intervention Services (MDE-OSE-EIS). The expiration date occurs at the end of the school year for which it has been granted.
3. A request for approval must be received by the MDE-OSE-EIS during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable year will not be processed.
4. Continuing temporary approval must be requested by the employer (LEA/PSA/ISD/State Agency) for each consecutive year that the employee is assigned in a category for which the employee has not completed the required endorsement or full approval.

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5. Continuing temporary approval is not transferable from one school district to the next.
6. A fee of \$50.00 will be charged to the applicant for all continuing temporary approvals in teaching positions, pursuant to Public Act 339 of the Public Acts of 1988. The continuing temporary approval will be conditionally approved pending payment of the fee.

CRITERIA:

1. The candidate must hold a valid Michigan teaching certificate.
2. The candidate must continue to be employed in the same assignment as employed and approved in the previous school year. A copy of the previous school year approval must be on file.
3. The candidate's Michigan university/college of training must provide evidence indicating that at least 6 semester hours of coursework towards full endorsement or approval in the appropriate program category was completed between September 1 of the previous school year and August 31 of the current school year.

No Child Left Behind – Highly Qualified

*An option in NCLB allows a teacher to be highly qualified if participating in an alternative route to certification as defined at 34 C.F.R. §200.56 (a)(2)(ii). This will apply to persons under Special Education Personnel Approval as defined under R 340.1783 of the Administrative Rules for Special Education who are only lacking the special education endorsement for the given assignment but have met all other requirements set forth for Special Education Teachers to be Highly Qualified.

The timeline for meeting these requirements is contingent upon the date of employment under temporary approval as a special education teacher. Candidates **may only function under a temporary or continuing temporary approval for three years effective on the date of hire for that position within the school district to be considered "Highly Qualified."**

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PROCEDURES:

The employer (LEA/PSA/ISD/State Agency – Facility) must:

- Initiate the request by completing all applicable information on the Continuing Temporary Approval Request Form.
- Forward all information to ISD; retain a copy for your records.

The ISD will:

- Determine if the request form is accurate and complete.
- Forward a copy of a request form and all attachments to the designated Michigan university/college.

The Michigan University/College will:

- Complete the Program Verification Form (PV) to verify that the candidate is enrolled in the appropriate program.
- Verify that the candidate has completed 6 semester hours toward full approval between September 1 of the previous school year and August 31 of the current school year.
- Retain a copy (and all other information sent by the ISD) and send a copy of the PV form to the ISD.

The ISD will:

- Review the PV form.
- Complete applicable information on the request form.
- Submit request electronically to MDE-OSE-EIS.
- Print off the first billing letter that is automatically generated after submission.

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The Employer (LEA/PSA/ISD/State Agency – Facility) must:

- Distribute a copy of the billing letter to the candidate.

The ISD will:

- Print the approval letter once bill has been paid from the online approvals system.
- Distribute a copy to the employer.

The Employer (LEA/PSA/ISD/State Agency – Facility) must:

- Distribute a copy of the candidate.

(Rev. 6/2009)